

Internal/External
STATE OF MONTANA JOB VACANCY

Department of Corrections/MONTANA STATE PRISON
600 Conley Lake Road
Deer Lodge, MT. 59722
An Equal Opportunity Employer

May 29, 2008

Job Title:	Clinical Therapist	Position No.:	39305
Division:	Montana State Prison	Pay Band:	6
Location:	Deer Lodge	Bargaining Unit:	MEA/MFT
Status:	Permanent, Full-Time	Supplement:	Yes, Authorization to Release
Salary:	\$19.071 <i>New to State Government –</i> \$23.772 /hr DOE	Hours:	To be determined

Application Deadline: Submit a State of Montana application form to any local Job Service Office or the Personnel Office, Montana State Prison, 600 Conley Lake Road, Deer Lodge, MT. 59722. **Position Closes June 13, 2008.** Attach a copy of the required license and a completed reference and criminal background authorization form to application. Application materials are available on the web at www.mt.gov.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions. Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

Typical Duties: Provides initial intake evaluations (levels 2's) that are designed to provide a psychosocial history and for developing a diagnosis. Uses clinical judgment to decide whether the inmate meets SDMI with the criteria set for in the DSM –IV TR. Determines whether the inmate will be referred to the psychiatrist for further follow-up and what outpatient services will benefit the MSP inmate. Provides timely clinical assessments and evaluations on inmates referred by staff and follows up with staff with recommendations or care. Uses appropriate forms for documentation such as a SOAP note and consults with the psychiatrist as needed. Required to assess and evaluate inmates in locked housing units such as Maximum Security and Close III as necessary. Performs weekly mental health rounds in locked housing units as assigned and documents one each inmate using approved forms. Will conduct individual therapy sessions and groups therapy consisting of a least 2 groups each week focusing on mental health topics relevant to the climate and needs of the institution and inmates. Takes clinical direction from the MSP psychologist in deciding milieu changes or admissions/discharges from group. Responsible for screening inmates referred to groups and placing them in the best suited group for their needs. Engages in individual therapy sessions, using clinical judgment to decide the frequency of the visits and development of goals for treatment. Is assigned as the liaison for housing unit(s) as a unit clinician. Provides clinical consultation for unit managers and case managers concerned about particular inmates. Assigned as the Case Coordinator for inmate(s) housed on the Mental Health Treatment Unit. Participates in Emergency On Call Services. Will be on call twenty-four hours a day, seven days a week, as part of a rotation process. Will be assigned to gather data and write reports for continuous quality improvement studies. Participates in weekly mental health department staff meetings and makes recommendations to the team based on interactions with inmates.

Qualifications: Requires knowledge of principles, terminology and techniques for mental health assessment, behavioral assessment and therapies, theories of psychotherapy, personality theory and dynamics, treatment planning and evaluation, state statutes related to clinical mental health practice, ethical standards and prison policies and procedures. Requires demonstrated skill obtained through clinical experience in the application of mental health knowledge, principles, and techniques, as well as skill to establish and maintain good working

relationships with other staff members, inmates, family members, and outside treatment providers.

Education and Experience: The above qualifications are typically acquired through a Master's degree in social work, counseling, or a related behavioral science from an accredited university. Completion of an internship or other supervised training experience consistent with licensure requirements. The position requires licensure as a Clinical Social Worker or Professional Counselor - must be eligible for licensure when hired. Must obtain licensure within one year of hire. An appropriate equivalency such as a Master's degree in Nursing with the appropriate license may be considered. Prefer a Certified Mental Health Professional Person (CMHP) licensed in Montana.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

Equal Employment Opportunity Employer: This facility does not discriminate on the basis of disability or other legally prohibited basis. Upon request, reasonable accommodations will be provided to enable an applicant with a disability to apply and interview for a position.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process:

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. **Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ** HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH. ****
4. **Copy of Applicable License**

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Compensation: This position is classified at a band 6 on the State of Montana broadband pay plan. The salary range is \$19017 - \$23.772/hr based upon experience and credentials. Eligible state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees Retirement System, 15 working days annual leave, 12 working days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care. Successful applicant will be required to complete a six-month trial/probationary period.

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**DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name: _____
(Please print or type)

Previous names (i.e. maiden name, previous married names) _____

Social Security Number: _____

Date of Birth: _____

List states where you have resided: _____

TO WHOM IT MAY CONCERN: As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? _____

If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

Jurisdiction: _____

Date of Conviction: _____

This authorization shall be valid and effective for one year from the date signed.

Date: _____

Applicant Signature _____

